

2 August 1954

MEMORANDUM FOR: Special Study Group

SUBJECT: Inspection and Review Staff;  
Responsibilities and Functions

I. Responsibilities and Functions:

1. The Inspection and Review Staff is responsible to the Deputy Director (Plans) and to the Inspector General. Assignments are given to the I&R Staff by both the I. G. and the DD/P.

25X1  
2. The I&R Staff was established in October 1952 and Responsibilities and Procedures for this Staff were published in Clandestine Services Instruction [redacted] of 18 February 1953. This Instruction, a copy of which is attached, states that the I&R Staff acts in behalf of, and individually, as representatives of, the Deputy Director (Plans) in official conduct of the Inspection and Review functions. Further, the Instruction states the I&R Staff will review Clandestine Services activities, programs, projects and operations with a view toward determining changes in specific operational emphasis, making recommendations for the elimination of certain activities, corrections in techniques, procedures, security practices and for corrections of such other deficiencies as may be found. The Instruction also states that the I&R Staff will investigate alleged acts of criminal intent, malfeasance and maladministration.

3. The work of the Inspection and Review Staff can be divided into the following types:

(a) Inspections of organizational units and field stations of the Clandestine Services. These inspections are scheduled.

(b) Reviews of individual projects and operations. These reviews are initiated upon the receipt of information resulting from unit inspections, individual complaints; as a result of requests by case officers or supervisors; or as a result of decisions to review operations or projects of certain categories or sizes.

- 2 -

(c) Investigations of individual malfeasances, misfeasances, acts of criminal intent or maladministration. These usually result from inspections of units or review of projects; but they may result from complaints.

(d) Acts as a "complaint desk" to which any individual in the Clandestine Services may wish to complain or to report information which he considers of interest to the inspection staff of DD/P. Complaints are forwarded immediately to the Inspector General.

(e) Special surveys or reviews assigned by the Inspector General or the DD/P. (Examples are:

25X1



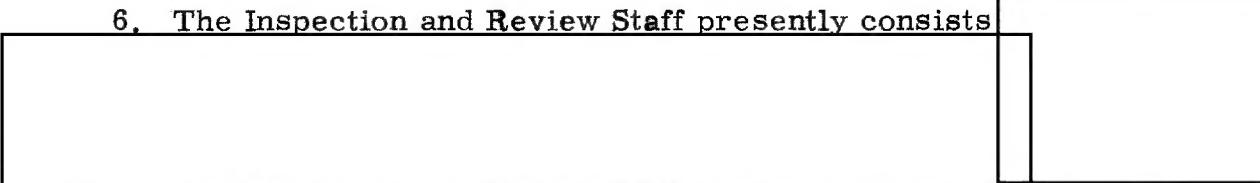
4. After an inspection has been completed, the findings are usually reviewed with the chief of the unit prior to the submission of the report. However, reports may be sent directly to the Deputy Director (Plans) and to the Inspector General, without prior consultation with the chief of the unit and this is usually done when the matter involves personnel, administrative, operational or security factors requiring the direct personal attention of the DD/P or the I.G.

5. In every case, reports of inspections, reviews and investigations are sent directly to the Deputy Director (Plans) and to the Inspector General and these two (2) copies of the report are accompanied by copies of a separate memorandum of recommendations. Also, copies of the reports (but not of the recommendations) are usually sent directly to the chief of the unit involved.

II. Personnel:

6. The Inspection and Review Staff presently consists

25X1



I. G.) to the Inspection and Review Staff for tours of duty from various

~~SECRET~~

- 3 -

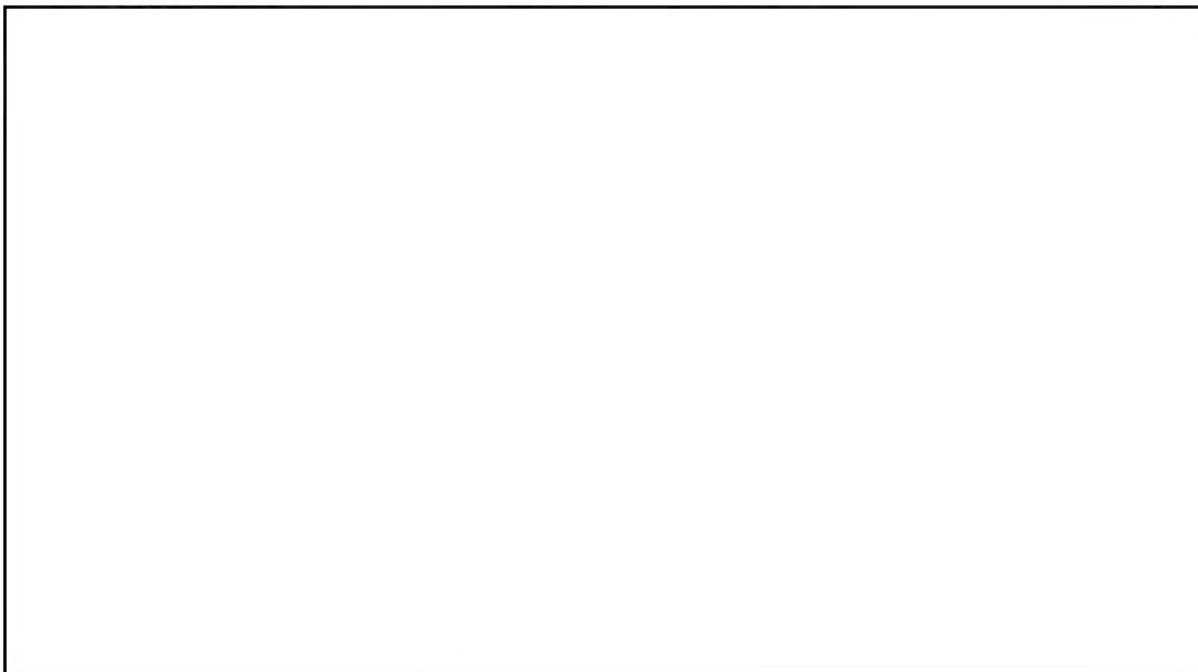
elements of the Clandestine Services; these are selected because of their experiences in operational activities or administration in Clandestine Services' work. Inspections of units and reviews of large projects frequently necessitate the assignment of officers to I&R on a temporary basis from units of the Clandestine Services.

7. All personnel of the Inspection and Review Staff are in the covert category.

III. Operations:

8. The inspections, reviews and investigations made by the Inspection and Review Staff have covered all aspects of the work of the Clandestine Services. Foreign Intelligence (FI) operations (under NSCID-5); Political and Psychological Warfare (PP) operations (under NSC-5412); and Personnel, Administrative and Support matters have all been involved in, and/or the subjects of, inspections, reviews and investigations made by the I&R Staff.

9. Since October 1952 and as of 31 July 1954 the Inspection and Review Staff has:



25X1

~~SECRET~~

- 4 -

for inspections. It is not possible, however, to list the numbers of individual investigations or project reviews which the I&R Staff make.

25X1A9A



Chief, Inspection and Review

Attachment